

MUSCULOSKELETAL DISORDERS (MSDs) FROM A TO Z

Recent government statistics show that:

- Ergonomics-related injuries account for more than one-third of all workplace injuries that result in lost workdays.
- More than 4 out of 10 injuries resulting in lost workdays are sprains or strains, most often involving the back.

Ergonomics-related injuries are known as musculoskeletal disorders, or MSDs. Here's some background information on MSDs:

Causes

- Repeating the same motions over time
- Working in an awkward position for extended periods
- Using forceful actions (like pounding with a hammer)
- Working with vibrating tools
- Handling heavy objects

Symptoms

- Numbness or tingling in arms, hands, or fingers
- Weakened grip
- Reduced range of motion in arm or hand
- Swelling in arm, hand, fingers
- Skin color changes (fingers turn white)
- Weak or painful arm, hand, back, shoulder, wrist, or neck

Types

- Carpal tunnel syndrome—repetitive motions inflame tendons in the wrist, affecting the nerve in the carpal tunnel, causing pain, numbness, tingling, etc.
- Tendinitis—inflammation and irritation of tendons in wrist or shoulder.
- Tenosynovitis—inflammation and irritation of the sheath around tendons.
- Circulation problems—restriction of blood flow (Raynaud's Phenomenon, Dequervain's Syndrome).



"Happens every Autumn. I find a girl I like and she ends up falling for some other guy."



RIDDLES OF THE MONTH

- 1) Where do you find a turkey with no legs?
- 2) What do you call it when it rains turkeys?
- 3) Which Thanksgiving food has grandchildren?
- 4) Why did the police arrest the turkey?
- 5) What happened when the turkey got into a fight?
- 6) If fruit comes from a fruit tree, where does turkey come from?
- 7) What's the most musical part of a turkey?
- 8) What do you get if you divide the circumference of a pumpkin by its diameter?
- 9) What smells best at a Thanksgiving dinner?

Answers on page 2 Safety Bits & Pieces

Safety Matters

Happy Thanksgiving!

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Smart, Safe Ergonomics

Use these guidelines to prevent problems on the job

Problems like carpal tunnel syndrome, low back pain, and tendinitis are a growing concern in the workplace. They affect people who work in many different types of jobs. They can be painful and hard to get rid of. To reduce the risk of developing any of the above conditions follow these guidelines:

Organize your workstation to:

- Have tools and materials within easy reach.
- Avoid bending, stretching, stooping, or twisting.
- Adjust work surfaces and chairs to a comfortable height.
- Work with wrists straight.
- Avoid having to raise your hands above your shoulders.

Organize your tasks to:

- Alternate repetitive or forceful work with other tasks.
- Take brief rests from repetitive, forceful, or strenuous tasks.
- Reduce the size and weight of objects to be lifted and carried.
- Get help or use equipment for heavy lifts and carries.
- Minimize forceful hand actions like gripping, pulling, and pinching.

Select tools that:

- Are powered rather than manual when possible.
- Are the lightest effective tool for the job.
- Have handles the right size and shape for a comfortable grip.
- Don't require one-finger trigger operation.
- Have padded handles that absorb vibration.

Make sure you:

- Use two hands rather than one for tasks whenever possible.
- Avoid contact with sharp edges during tasks.
- Try to reduce or minimize repetitive actions.
- Change positions regularly as you work.
- Grasp objects with full hand and all fingers.
- Do stretches before starting work and during breaks.
- Promptly report symptoms.

SAFETY TIPS OF THE MONTH

As the holidays quickly approach, remember these safety tips when using candles:

- 1) Never leave a burning candle unattended even if only for a short time.
- 2) Ensure candles are safely secured in their holders. Choose shorter and wider candles that sit more securely.
- 3) Candle holder materials should not be flammable. Use metal or glass holders, not wood or cardboard.
- 4) Protect the table or counter surface from heat underneath the candle.
- 5) Avoid placing a lit candle close to any flammable material such as curtains or drapes.
- 6) Never place a lit candle on a shelf in the middle of a bookcase.
- 7) Use extreme care when young children are present.
- 8) Carefully monitor pets. A wagging tail could knock over a lit candle and cause a fire.
- 9) Avoid using scented candles if anyone in the home, or visiting, has asthma or is allergic to scents. Beeswax unscented candles are available in many outlets.

Safety Bits & Pieces

EVERYONE'S RESPONSIBLE FOR WORKPLACE SAFETY

Management:

- Makes a commitment to provide a safe and healthy workplace.
- Develops programs designed to prevent accidents and illness.
- Trains employees to identify hazards and follow safety procedures.

Employees:

- Take training seriously and apply what they learn on the job.
- Follow safety procedures at all times.
- Stay alert for hazards at all times.
- Report accidents, injuries, and illness immediately.

WHAT DOES IT MEAN TO WORK SAFELY?

Working safely is more than following specific procedures. It is also the way you approach and think about each task:

- Before you start a job, think about what could go wrong.
- Take the necessary precautions to prevent accidents.
- Focus all your attention on the job at hand.
- Solve safety problems right away — don't ignore them.
- When you're unsure about anything, ask!

TRAINING IS YOUR SAFETY SHIELD

Safety training teaches you how to prevent accidents, injuries, illnesses, and even death on the job. That makes it a very important part of everyone's job. Here are five important questions to ask yourself during your next safety training session:

1. What are the hazards involved?
2. How will I recognize them?
3. What personal protective equipment will I need to protect my safety and health?
4. Which safety procedures must I follow to prevent injury?
5. Is there anything I don't understand about this safety issue?

THANKSGIVING RIDDLES ANSWERS

- 1) Exactly where you left it.
- 2) Fowl weather
- 3) The Gran-berry Sauce
- 4) They suspected it of fowl play
- 5) He got the stuffing knocked out of him!
- 6) A poul - tree
- 7) The drumstick
- 8) Pumpkin pi
- 9) Your nose

It's Really Up to You

Take personal responsibility for safety

With all the government safety regulations as well as employer policies and procedures, it's easy to forget that safety is primarily a *personal responsibility*. The workplace can be covered with warning signs, safety posters, and bulletin boards. Safeguards can be installed on each piece of equipment. You can attend training sessions and be told about safe ways to do your job. But none of these things can ensure freedom from accidents and injuries. Only you can do that.

Who puts tools and equipment into motion and controls their movements? Who but you can control the placement of your body, the movement of your arms, legs, and eyes? Perhaps most important, who but you can control the focus and activity of your brain?

After all, machines don't reach out and bite. Tripping hazards don't grab a person's feet. Hand tools don't slice and jab into flesh by themselves. Your personal protective equipment doesn't refuse to be worn. But to hear some people trying to explain why an accident happened you'd think it was these things that were to blame.

Don't make excuses. Take responsibility. Be accountable for safety. Your ability to control your own actions carries with it the responsibility not to let your actions on the job place you or your co-workers in harm's way.



From the State of Delaware's Office of Highway Safety... Implied Consent

So, you decide to drive after having a few drinks. You see red and blue lights in the rear-view mirror. And, a police officer is pulling you over. What happens next? You may be asked to take a test to determine your Blood Alcohol Concentration (BAC) to determine if you are driving under the Influence (DUI) of alcohol or drugs. You agreed to submit to this test when you signed your driver's license, it's called Implied Consent.

Implied Consent means that if you drive in Delaware and are suspected of DUI, you voluntarily agree to a chemical test to determine the degree of impairment.

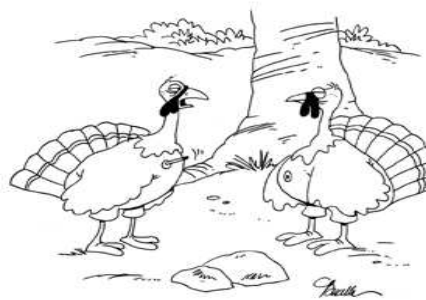
But, what happens if you refuse to submit to a chemical test? In addition to penalties for DUI, failure to take the test carries a penalty of loss of license and/or driving privileges for a period of:

- 1 year for a 1st offense,
- 18 months for a 2nd offense, and
- 24 months for the 3rd subsequent offense.

Not only is driving impaired dangerous for you and others on the road, it also carries the risk of fines, loss of license, mandatory treatment and ignition interlock device. For information about Implied Consent, go to the webpage for the Delaware Division of Motor Vehicle (DMV) at www.dmv.de.gov. And for more on DUI, go to www.duirealtime.com.

Drive Sober. Arrive Alive DE

ON THE LIGHTER SIDE



QUOTATION OF THE MONTH

"As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them."

John Fitzgerald Kennedy,
35th President of the United States

Thanksgiving was never meant
to be shut up in a single day.

Robert Caspar